

Professionalism/Interviewing

Do's

- Offer to shake the interviewer's hand when you're introduced. This demonstrates your self-confidence.
- Get the interviewer's name correctly in advance, if possible, and use it in your conversation
- Be at least 10 minutes early. If running late, call the company.□ Remain standing until you are asked to be seated.
- Make yourself comfortable and maintain your poise.
- Be agreeable at all times.
- Be willing to take any examination requested.
- Try to give your resume to the employer early in the interview. Leave a copy with the interviewer.
- Answer all questions directly and truthfully.
- Use correct English; avoid slang such as "yeah" or "O.K." or "ya know."
- Ask questions about the company.
- Look the interviewer in the eye (but don't stare him or her down).
- Show willingness to start at the bottom. Do not expect too much too soon.
- Ask about your duties, hours, and pay.
- Express yourself clearly with a strong voice and good diction and grammar.
- Pay close attention to your personal appearance; dress to your advantage.
- Make concrete goals in planning for your career.
- Offer a firm handshake.
- Fill out applications neatly and completely.
- Have as much knowledge about the industry, employer, and position as possible.
- Take criticism gracefully.
- Equip yourself with a strong knowledge of the company.
- Have prepared questions about the employer and position.
- Display a sense of humor.
- Display self-confidence.
- Bring a pen and small notebook with you to the interview.
- Take time to think before answering difficult or unexpected questions.
- Take an extra copy of your resume and a list of references with you to the interview.
- Follow up with a thank-you note restating your interest in the position.
- Contact the employer by phone if the interviewer does not contact you one week after the time from which he or she indicated you would be notified.
- Dress appropriately for the industry; err on the side of being conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable.
- Make sure that your good points come across to the interviewer in a factual, sincere manner.

Don'ts

- Mumble anything, especially your name.
- Place your handbag or other articles on the interviewer's desk.
- Play with your tie, rings, bracelets, etc.
- Gossip or "know" former employers.
- Plead your need to work.
- Make jokes, argue or chew gum.
- Slouch in your chair.
- Make excuses, show evasiveness, or hedge on facts in your record.
- Answer the question, "What can you do?" by saying, "Anything." Do indicate what specific skills you have.
- Be overbearing, overaggressive or conceited.
- Show a lack of interest or enthusiasm.
- Emphasize money as your main interest in the job.
- Expect too much too soon - be open to the idea of starting at the bottom and working your way up.
- Make excuses for unfavorable factors on your record.
- Condemn past employers or institutions of education; keep comments positive.
- Display a marked dislike for schoolwork.
- Be indecisive.
- Display intolerance or prejudice.
- Interview unless you are interested in the job . . . don't just "shop around."
- Be late to the interview.
- State specific geographic restrictions.
- Contradict yourself in responses.
- Take notes during the interview - job down your notes immediately after the interview.
- Don't forget: YOU control the content of the interview.
- Glorify your past experiences - getting into a job for which you are under qualified is not recommended.
- Assume that all employers will be delighted to hear of your plans for graduate school.
- Smoke, chew gum, etc. even if offered.
- Make excuses. Take responsibility for your decisions and your actions.
- Make negative comments about previous employers or professors (or others).
- Falsify application materials or answers to interview questions.
- Treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.
- Give the impression that you are only interested in an organization because of its geographic location.
- Allow your cell phone to sound during the interview. (If it does, apologize quickly and ignore it.) Don't take a cell phone call.
- Take your parents, your pet (an assistance animal is not a pet in this circumstance), spouse, fiancé, friends or enemies to an interview. If you are grown up and independent enough

to attend an interview alone, you're sufficiently grown up and independent for a job.

- Rely on your application or resume to do the selling for you. No matter how qualified you are for the position, you will need to sell yourself to the interviewer.

- Smoke, even if the interviewer does and offers you a cigarette. And don't smoke beforehand so that you smell like smoke. And do brush your teeth, use mouthwash, or have a breath mint before the interview.

- Answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination. Give examples.

Harrison College, Jennifer Pugh, 6/09